

SECRETARY OF THE SENATE
Date Time Stamp JUL -5 PM 12:47

COVER SHEET FOR AMENDMENT OF POST-TRAVEL SUBMISSION

Instructions: Use this form as a cover sheet for any paperwork you may need to submit to the **Office of Public Records** in order to make your Privately Sponsored Post-Travel Submission complete in accordance with Rule 35. **Only complete this form if you need to submit an amendment to a post-travel filing you have already submitted.**

SUBMIT DIRECTLY TO THE OFFICE OF PUBLIC RECORDS IN 232 HART BUILDING

Name of Traveler: Emily Patt

Employing Office/Committee: Roberts

Private Sponsor(s) (List all): JCIE

Travel Date(s): May 27 - June 3, 2017

Description/Title of Attached Forms: Amended RE-2 Form; PSTCF (final version)

Purpose of Amendment (describe the reason for amending original submission): Post-travel submission
must be amended with the Office of Public Records in SH-232.

07/05/17
(Date)

Emily S. Patt
(Signature of Traveler)

Employee Post-Travel Disclosure of Travel Expenses

Date/Time Stamp: 17 JUN 22 PM 3:21

Post-Travel Filing Instructions: Complete this form within 30 days of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building.

In compliance with Rule 35.2(a) and (c), I make the following disclosures with respect to travel expenses that have been or will be reimbursed/paid for me. I also certify that I have attached:

- ☒ The original Employee Pre-Travel Authorization (Form RE-1), AND
- ☒ A copy of the Private Sponsor Travel Certification Form with all attachments (itinerary, invitee list, etc.)

→ Private Sponsor(s) (list all) Emily Patt Japan Center for International Exchange (JCIE) ECR

Travel date(s): May 27 to June 3, 2017

Name of accompanying family member (if any): n/a

Relationship to Traveler: ☐ Spouse ☐ Child

IF THE COST OF LODGING DID NOT INCREASE DUE TO THE ACCOMPANYING SPOUSE OR DEPENDENT CHILD, ONLY INCLUDE LODGING COSTS IN EMPLOYEE EXPENSES. (Attach additional pages if necessary.)

Expenses for Employee:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	\$2,580.51	985.07	402.11	None
<input checked="" type="checkbox"/> Actual Amount				

Expenses for Accompanying Spouse or Dependent Child (if applicable):

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses (Amount & Description)
<input type="checkbox"/> Good Faith Estimate	None	None	None	None
<input type="checkbox"/> Actual Amount				

Provide a description of all meetings and events attended. See Senate Rule 35.2(c)(6). (Attach additional pages if necessary.): Attended various meeting with leading policy experts on US-Asia relations and high-level government, civil society and private sector leaders

06/21/17
(Date)

Emily Patt

(Printed name of traveler)

Emily C. Patt
(Signature of traveler)

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER:

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

06/21/17
(Date)

Pat Roberts
(Signature of Supervising Senator/Officer)

PRIVATE SPONSOR TRAVEL CERTIFICATION FORM

This form must be completed by any private entity offering to provide travel or reimbursement for travel to Senate Members, officers, or employees (Senate Rule 35, clause 2). Each sponsor of a fact-finding trip must sign the completed form. The trip sponsor(s) must provide a copy of the completed form to each invited Senate traveler, who will then forward it to the Ethics Committee with any other required materials. The trip sponsor(s) should NOT submit the form directly to the Ethics Committee. Please consult the accompanying instructions for more detailed definitions and other key information.

The Senate Member, officer, or employee **MUST** also provide a copy of this form, along with the appropriate travel authorization and reimbursement form, to the Office of Public Records (OPR), Room 232 of the Hart Building, within thirty (30) days after the travel is completed.

1. Sponsor(s) of the trip (please list all sponsors): Japan Center for International Exchange
2. Description of the trip: US Congressional Staff Exchange to Japan: Fact-Finding Trip on US-Japan security, economics and political relations with special focus on North Korea
3. Dates of travel: May 27 to June 3, 2017
4. Place of travel: Japan: Tokyo and Hiroshima
5. Name and title of Senate invitees: Please see attached
6. I *certify* that the trip fits one of the following categories:
- ☒ (A) The sponsor(s) are not registered lobbyists or agents of a foreign principal and do not retain or employ registered lobbyists or agents of a foreign principal and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.
- OR -
- ☐ (B) The sponsor or sponsors are not registered lobbyists or agents of a foreign principal, but retain or employ one or more registered lobbyists or agents of a foreign principal and the trip meets the requirements of Senate Rule 35.2(a)(2)(A)(i) or (ii) (*see question 9*).
7. ☒ I *certify* that the trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- AND -
- ☒ I *certify* that the sponsor or sponsors will not accept funds or in-kind contributions earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.
8. I *certify* that:
- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal except for *de minimis* lobbyist involvement.
- AND -
- ☒ The traveler will not be accompanied on the trip by a registered lobbyist or agent of a foreign principal except as provided for by Committee regulations relating to lobbyist accompaniment (*see question 9*).

0695000000

9. **USE ONLY IF YOU CHECKED QUESTION 6(B)**

I *certify* that if the sponsor or sponsors retain or employ one or more registered lobbyists or agents of a foreign principal, one of the following scenarios applies:

☐ (A) The trip is for attendance or participation in a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip.

– OR –

☐ (B) The trip is for attendance or participation in a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *on any segment* of the trip (*see questions 6 and 10*).

– OR –

☐ (C) The trip is being sponsored only by an organization or organizations designated under § 501(c)(3) of the Internal Revenue Code of 1986 and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee *at any point* throughout the trip.

10. **USE ONLY IF YOU CHECKED QUESTION 9(B)**

If the trip includes two overnight stays, please explain why the second night is practically required for Senate invitees to participate in the travel:

11. ☒ An itinerary for the trip is attached to this form. I *certify* that the attached itinerary is a detailed (hour-by-hour), complete, and final itinerary for the trip.

12. Briefly describe the role of each sponsor in organizing and conducting the trip:

JCIE is the sole sponsor and organizer of this trip, which is part of its US-Japan Political Exchange Program.

13. Briefly describe the stated mission of each sponsor and how the purpose of the trip relates to that mission:
JCIE promotes US-Japan dialogue on foreign policy and in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.

14. Briefly describe each sponsor's prior history of sponsoring congressional trips:

JCIE has sponsored over 20 Congressional Staff Trips to Japan and its US-Japan Parliamentary Exchange has brought more than 280 Congressional and Diet members to each others' countries over the last 40 years.

15. Briefly describe the educational activities performed by each sponsor (other than sponsoring congressional trips):

JCIE is involved in various policy dialogues and research activities to promote analysis and discussion of critical issues facing Japan and Asia Pacific in their relations with the US and the rest of the world.

16. Total Expenses for Each Participant:

	Transportation Expenses	Lodging Expenses	Meal Expenses	Other Expenses
<input checked="" type="checkbox"/> Good Faith estimate <input type="checkbox"/> Actual Amounts	\$2,900	\$1,050	\$690	N/A

17. State whether a) the trip involves an event that is arranged or organized *without regard* to congressional participation or b) the trip involves an event that is arranged or organized *specifically with regard* to congressional participation:

This program is arranged specifically with regard to Congressional participation

18. Reason for selecting the location of the event or trip

Tokyo offers the best access to leaders from Japanese government and from various sectors of society.

Hiroshima is a city that has played key role in US-Japan relations & provides outside beltway perspective

19. Name and location of hotel or other lodging facility:

Tokyo: Hotel New Otani

Hiroshima: Mitsui Garden Hotel

20. Reason(s) for selecting hotel or other lodging facility:

Tokyo: affordable price, best situated for meetings with Japanese Diet Members & staff.

Hiroshima: affordable price, appropriate meeting space, and accessible to site visits.

21. Describe how the daily expenses for lodging, meals, and other expenses provided to trip participants compares to the maximum per diem rates for official Federal Government travel:

The expenses fall below the maximum per diem rates for Tokyo City and Hiroshima as of 4/1/2017 as put forth on the State Department website.

22. Describe the type and class of transportation being provided. Indicate whether coach, business-class or first class transportation will be provided. If first-class fare is being provided, please explain why first-class travel is necessary:

Economy class airfare on commercial flights.

23. ☒ I represent that the travel expenses that will be paid for or reimbursed to Senate invitees do not include expenditures for recreational activities, alcohol, or entertainment (other than entertainment provided to all attendees as an integral part of the event, as permissible under Senate Rule 35).

24. List any entertainment that will be provided to, paid for, or reimbursed to Senate invitees and explain why the entertainment is an integral part of the event:

N/A

25. I hereby *certify* that the information contained herein is true, complete and correct. (You must include the completed signature block below for each travel sponsor.):

Signature of Travel Sponsor: James Gannon

Name and Title: James Gannon, Executive Director

Name of Organization: Japan Center for International Exchange (JCIE/USA)

Address: 135 West 29th Street, Suite 303, New York, NY 10001

Telephone Number: 212.679.4130

Fax Number: 212.679.8410

E-mail Address: jgannon@jcie.org